

How to Use the Lawns & Grounds, Equipment, Parts and Services Statewide Contract

Contract #: FAC88 Contract Duration: 12/1/14 to 11/30/16

MMARS #: FAC88* Options to renew: with options to renew through 11/30/2020

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Last change date: 2/12/15

Contract Summary

This contract covers a large variety of Lawns and Grounds Equipment, Parts and Services which are available from a broad selection of authorized dealers representing various manufacturers.

There are eleven (11) categories available:

Cat #	Category Name
1	Tractor up to 50HP-100HP
2	Tractor Accessories
3	Lawnmowers
4	Lawnmower Accessories
5	Utility vehicles, Golf Carts and Related Accessories
6	2 Cycle/4 Cycle Power Equipment
7	Snow Blowers and Related Accessories
8	Replacement Small Engines
9	Roto-tillers/wood chippers/stump grinders/specialty power equipment
10	Skid steer loaders and accessories
11	Utility trailers and related accessories (Must include trailer light package, which consists of license brackets and lights for public roads).

The Equipment included in this contract has been identified in eleven (11) categories and includes but is not limited to in general terms, utility tractors, attachments for utility tractors, lawn mowers (walk behinds, riders, tractors, commercial front mowers and slope mowers), walk behind snow throwers, hand held two cycle equipment (chain saws, brush saws, trimmers, edger, leaf blowers and similar equipment, replacement engines, shredder/chippers, roto-tillers and repair parts and services.

Benefits and Cost Savings

- The statewide contract covers a broad array of equipment, parts & services available through various authorized dealers of listed manufacturers.
- **Competitive Pricing** – The Strategic Sourcing Services Team (SSST) has awarded the contract to those contractors who provided the most competitive pricing and/or

discounts for the manufacturers being offered. Additional discounts are available, such as prompt pay discount, volume and or dock delivery discounts. This information may be found in the attachment tab of each contractors PO entitled “Contractors Award Information”

- **Selection of EPP Equipment** – The contract provides equipment that represents environmentally preferable products wherever possible. Such Equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Pricing and buying details: All contract pricing and/or discounts listed MUST remain firm through 11/30/16 for all listed contractors. Contractors’ awarded pricing is for specific equipment based on the standard equipment model; pricing may vary if a user department is requesting equipment that is not standard equipment identified in the contractor’s award.

Quotes: Departments are required to solicit at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the equipment being purchased. All that is required is that departments contact the three (3) contractors for quotes; you are not required to receive responses from all three (3) contacted contractors.

Returned Goods Policy - Contract users must not accept the delivery of any product that is visibly damaged. Product must be inspected upon receipt of delivery. If a product fails

inspection by the receiving facility, the product must be rejected and the contractor(s) must replace the product immediately at no additional expense to the facility.

Additional Information

All equipment provided under the contract will be new and unused. Factory seconds or remanufactured equipment will not be accepted unless specifically identified elsewhere in these documents

Please Note: Demo Equipment may be included and considered by users for purchase as long as the demo equipment carries a warranty as new and is available by the dealer/distributor at a reduced cost.

Products Standards: Products provided by contractors MUST be commercial grade and meet all Federal, State and local standards for quality and safety requirements. Products not meeting these standards will be deemed unacceptable and will be returned to the contractor at no charge to the Commonwealth.

All applicable products provided by contractors under the terms of the contract MUST bear Material Safety and Data Sheet (MSDS) and label as required by law.

Delivery: All equipment pricing includes FOB delivery to ordering facility. Delivery MUST be made as agreed upon by the ordering department. No request for extra delivery costs will be honored. All equipment must be delivered assembled, serviced, oiled and ready for immediate use, unless otherwise requested by the purchasing department. Liability for product delivery remains with the contractor until properly delivered and signed for in accordance with the purchasing department and the Commonwealth Terms & Conditions.

Fuel surcharge provisions: Contractors cannot charge any additional fuel surcharges on any order received from eligible entities under this statewide contract. Department will NOT be required to pay any addition fuel surcharges upon receipt of contractors invoicing.

Operating manuals: Operating manuals MUST be provided by the contractor for all equipment purchased under this contract.

Loaner Equipment: If the time for warranty or service repairs exceeds the specified time, the contractors shall provide equivalent loaner equipment upon request by the customer. Loaner equipment shall be provided at no cost, including shipment to the customer's location and return of loaner equipment to the contractor.

Ordering: No order is valid until the contractor receives a Department authorized Purchase Order Number.

Warranty- Warranties are based on commercial use minimum of one (1) year commercial use warranty

Trade-Ins - Trade-ins are authorized under this contract provided that the entities involved have adhered to their state surplus property guidelines for turn-in or disposal of the equipment. Entities must refer to their state surplus agencies for further guidance on the proper procedures for their guidelines.

Contractors that have agreed to accept trade-ins must negotiate in good faith with the eligible entity trade in value at the time of trade in. Contractors **MUST** accept Lawns and Grounds Equipment, etc. trade-ins that are an **equal** of the product being purchased **ONLY**.

Adding/Removing Products.

The SSST reserves the right to add products on an as needed basis despite their initial exclusion. Contractors must obtain authorization from OSD in order to add a product to the contract award. The products should comply with the specifications and scope/description established in the original Request for Response (RFR) and the contractor must supply all supporting information and research available to the SSST for consideration. A written recommendation may also be submitted to the SSST from an eligible contract user requesting that specific brands and/or manufacturers' products be added to the contract.

Recalls - In the event of a manufacturer's recall, contractors will be responsible for contacting those user departments that are affected by the recall and the contractor will be responsible for providing and replacing any defective parts of the manufacturer at no additional cost to the Commonwealth.

Cancellations - User department(s) and/or contractor(s) must provide, at a minimum, at least 48 hours cancellation notice of any equipment being purchased under the awarded contract.

Full Performance Specifications and Requirements

The "Performance Specification and Requirements" provides detailed specifications and performance requirements that each contractor must comply with under this statewide contract. Every awarded contractor has the "Performance Specifications and Requirements" attachment located under the "Agency" attachments for reference on COMMBUYS <https://www.commbuys.com/bsol/>.

Vendor List and Contract information

The available contractors are listed below. Please refer to each vendor's COMMBUYS PO for award information. Award information attachments are available for each vendor PO under the Agency and Vendor attachment sections of COMMBUYS.

By clicking on the vendors PO number this should bring you directly to their COMMBUYS page.

<u>Contract/Blankets PO #</u>	<u>Vendor Name</u>	<u>MMARS Vendor Code</u>	<u>MMARS Vendor Line</u>
PO-14-1080-OSD01-OSD10-00000002926	Chadwick-BaRoss, Inc.	VC6000005030	6
PO-14-1080-OSD01-OSD10-00000002927	Bobcat of Greater Springfield	VC6000200702	15
PO-14-1080-OSD01-OSD10-00000002928	Boston Lawnmower Company	VC6000183683	4
PO-14-1080-OSD01-OSD10-00000002929	MB Tractor and Equipment	VC6000065877	21
PO-14-1080-OSD01-OSD10-00000002930	MJAGS - Taplin Yard Pump and Power Equipment	VC0000391449	29
PO-14-1080-OSD01-OSD10-00000002931	ARIENS COMPANY	Pending VC #	
PO-14-1080-OSD01-OSD10-00000002932	Suzuki of Western Mass/All Power	VC6000161995	28
PO-14-1080-OSD01-OSD10-00000002933	Cleaves Company Inc	VC6000171822	18
PO-14-1080-OSD01-OSD10-00000002934	Venture Products, Inc.	Pending VC #	
PO-14-1080-OSD01-OSD10-00000002935	Five Star Golf Cars & Utility Vehicles	Pending VC #	
PO-14-1080-OSD01-OSD10-00000002937	Don's Power Equipment & Hardware	VC0000757275	31
PO-14-1080-OSD01-OSD10-00000002939	Moridge Manufacturing, Inc.	VC0000755628	33
PO-14-1080-OSD01-OSD10-00000002940	Boyden & Perron, Inc.	VC6000158724	16
PO-14-1080-OSD01-OSD10-00000002942	C & J Equipment, Inc	VC6000164847	17
PO-14-1080-OSD01-OSD10-00000002943	Bacher Corporation	VC6000200610	3
PO-14-1080-OSD01-OSD10-00000002944	Turf Products Corporation	VC6000200163	25
PO-14-1080-OSD01-OSD10-00000002946	Ahearn Equipment Inc.	VC6000173371	2
PO-14-1080-OSD01-OSD10-00000002947	Bobcat of Boston, Inc.	VC6000062191	14
PO-14-1080-OSD01-OSD10-00000002948	Schmidt Equipment, Inc.	VC6000158797	27

PO-14-1080-OSD01-OSD10-00000002949	Padula Bros., Inc.	VC6000175538	24
PO-14-1080-OSD01-OSD10-00000002950	IBC Offshore, Inc.	VC0000407868	19
PO-14-1080-OSD01-OSD10-00000002951	Tri County Contractors Supply, Inc.	VC6000158573	30
PO-14-1080-OSD01-OSD10-00000002952	Country Club Enterprises, LLC	VC6000188233	8
PO-14-1080-OSD01-OSD10-00000002953	MTE, Inc.	VC0000522188	10
PO-14-1080-OSD01-OSD10-00000002954	KPM Exceptional LLC	VC0000401739	20
PO-14-1080-OSD01-OSD10-00000002955	Northland Industrial Truck Co., Inc.	VC6000168994	23
PO-14-1080-OSD01-OSD10-00000002956	Stewart's Power Equipment, Inc.	VC6000010077	12
PO-14-1080-OSD01-OSD10-00000002957	NEW ENGLAND GOLF CARS, INC.	VC6000179833	22
PO-14-1080-OSD01-OSD10-00000002958	C.N. Wood Co., Inc.	VC6000160109	7
PO-14-1080-OSD01-OSD10-00000002959	Southworth Milton, Inc	VC6000062191	13
PO-14-1080-OSD01-OSD10-00000002960	Deere & Company	VC6000239345	9
PO-14-1080-OSD01-OSD10-00000002962	Cason's Equipment	VC6000192849	5
PO-15-1080-OSD01-OSD10-00000003010	146 SUPPLY CENTER INC	VC6000164669	1
PO-15-1080-OSD01-OSD10-00000003011	NORFOLK POWER EQUIPMENT	VC6000166371	11
PO-15-1080-OSD01-OSD10-00000003013	Richey & Clapper, Inc	VC6000160262	26
PO-15-1080-OSD01-OSD10-00000003016	Mayer Power Products	VC0000757282	32
PO-14-1080-OSD01-OSD10-00000002941	Vermeer Products, Inc.	Pending #	
PO-15-1080-OSD01-OSD10-00000003434	Conversion Vendor To obtain three (3) quotes through COMMBUYS please use this PO.	Distributor Information List	

PLEASE NOTE: Vendors with **Pending VC #** numbers will be updated as soon as possible when their vendor code becomes available.

Strategic Sourcing Services Team Members

Dave O'Neill	Dept. of Conservation & Recreation
Donald Staffiere	Dept. of Correction
John Billera	Bureau of State Office Buildings
Joseph Suppa	Dept. of Conservation & Recreation
Ken Urato	Dept. of Transportation

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a zero line item catalog in COMMBUYS

There are currently 37 vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order (PO). Vendor price lists are located in the attachments tab on each Master Blanket Purchase Order.

Each vendor has any or all of the following eleven (11) catalog lines available depending on the vendors awarded category:

Cat #	Category Name
1	Tractor up to 50HP-100HP
2	Tractor Accessories
3	Lawnmowers
4	Lawnmower Accessories
5	Utility vehicles, Golf Carts and Related Accessories
6	2 Cycle/4 Cycle Power Equipment
7	Snow Blowers and Related Accessories
8	Replacement Small Engines
9	Roto-tillers/wood chippers/stump grinders/specialty power equipment
10	Skid steer loaders and accessories
11	Utility trailers and related accessories (Must include trailer light package, which consists of license brackets and lights for public roads).

How to use this contract in COMMBUYS

Contract Structure

There are currently 36 vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order (MBPO). Vendor price lists are located in the attachments tab on each Master Blanket Purchase Order (MBPO). This contract has also been set up as a Distributor Model MBPO for quotes and a Single Vendor MBPO in COMMBUYS.

On the Distributor Model MBPO, there is one general category line item for all vendors, for the full range of Lawns & Grounds, Equipment, Parts and Services offered. Pricing can be obtained directly from the vendor based on the equipment, part and service and entered into this general

category line item for ordering. On the Single Vendor MBPO, each vendor has a zero line item catalog.

Each vendor has any or all of the following eleven (11) catalog lines available depending on the vendors awarded category:

Cat #	Category Name
1	Tractor up to 50HP-100HP
2	Tractor Accessories
3	Lawnmowers
4	Lawnmower Accessories
5	Utility vehicles, Golf Carts and Related Accessories
6	2 Cycle/4 Cycle Power Equipment
7	Snow Blowers and Related Accessories
8	Replacement Small Engines
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How to place an order using the Distributor Model MBPO

1. Start with a New Requisition, on the General Tab, Fill in all required information and **make sure** to check off the Solicitation Enabled check box.
2. Within the requisition, Click on the Items tab, click 'Search Items'; then click the plus sign next to Advanced Search to do an advanced search. Use FAC88 in the *Description* field; or enter the MBPO number in the *Contract / PO#* field, or in the *Item Description* field search "Lawn & Grounds"
3. Once item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on **Enter Info** under the **Catalog Price/ Unit Cost** and enter in the **estimated cost**. This can be hidden from the bid before sending it to the vendors.
4. Next click on the Distributor tab and select the vendors you want to solicit quotes from.
5. Attach your Statement of Work and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
6. The Reminders tab can be used for internal reminders.
7. Review the Summary Tab, and then Submit for Approval.
8. Once Approved, the Requisition will turn into a bid ready for purchasing, once it is in this status, you will need to click Convert to Bid.
9. Once it is converted to a bid, you will go through the tabs and enter in the required information. On the Items tab you can delete the cost that was previously entered on the requisition so no estimated cost shows to the vendor, or if you leave the previously entered cost this will show to the vendor as an estimated cost.
10. Once everything is reviewed, it is then submitted for approval and sent to the vendors.

11. The vendors will then do a walk through as specified in the SOW and submit their response through COMMBUYS and the bid can then be awarded.

How to place an order using the Single Vendor MBPO

Once a quote is obtained and selected the ordering process is as follows:

1. Initiate a new requisition
2. Search for an item in the description (Use FAC88 or category list above for searching)
3. Select the vendor you will be placing an order with
4. Select the appropriate category catalog line item
5. Enter the unit price and total price
6. Attach the vendor quote
7. Submit for approval